

Mentors Expectations

1. Attend meeting on October 20, 2015 which will cover Disability Training and other related information, assigned mentees and any other information regarding the upcoming event.
2. Attend the Meet & Greet Breakfast and meet their mentees.
3. Encouraged to stay with mentees throughout the morning presentations but not required.
4. Have lunch with their mentee and then take begin the job shadowing.
 - a. May provide lunch or take mentee out to lunch, but not required. Let me know about the lunch in advance.
5. Transport or walk mentee to the work site. If the mentee needs special type of transportation, the mentee has been responsible for the transportation.
6. Once at the work site, go over what your areas do and then what are your job functions.
7. Allow the mentee to see observe your job duties.
8. Allow them to do appropriate activities.
9. Bring mentee or meet mentee back at designated location at 4:00pm
 - a. At this time, you can say goodbye to mentees. You can turn in your evaluations at later date as indicated.
 - b. I will close out the program, provide mentees certificates and they complete evaluations.
10. Attend the post-event meeting to discuss your experience and suggest improvements, if applicable.

Additional Information:

11. Some mentees may have a job coach or an assistant you may accompany them to the worksite depending on the needs of the assistant.
12. You will have two emergency contact numbers (Toya Williams, EEO Officer and mentees emergency contact information).